



CITY OF HOUSTON

REQUEST FOR QUALIFICATIONS (RFQ)

HARMONY IN THE AIR

SOLICITATION NO.: Q32776

Date Issued: May 26, 2023

Pre-Submission Conference: June 8, 2023 @ 2:00 PM (CT)
611 Walker St.
Garden Auditorium
Houston, Texas 77002
(For Security Purposes, Please arrive by 1:40 PM)

Microsoft Teams Meeting
Join on your computer or mobile app
[Click here to join the meeting](#)
Meeting ID: 293 839 768 507
Passcode: dKZu6S

Or call in (audio only)
Conference Number: +1 936-755-1521
Conference ID: 491 312 588#
(Please mute your phone for the duration of the call)

Pre-Submission Questions Deadline: June 15, 2023 @ 12:00 PM (CT)

Solicitation Due Date: July 7, 2023 @ 2:00 PM(CT)

Solicitation Contact Person: Tia Jordan
tia.jordan@houstontx.gov
(832) 393-9153

Project Summary: The Houston Airport System (HAS) is seeking qualified Performing Arts Organizations (PAO's) and/or Individual Professional Musicians (IPM's) to provide services for the Houston Airport System's Performing Arts Program, "Harmony in the Air". This is for a contract term of three (3) years with two (2) one-year renewal options.

NIGP Code: 962-05

MWBE Goal: 0%

Important Notice About the City's Early Payment Discount Program: The City's standard payment term is to pay 30 days after the receipt of invoice or receipt of goods or services, whichever is later, according to the requirements of the Texas Prompt Payment Act (Tx. Gov't Code, Ch. 2251). However, the City may pay in less than 30 days, at its option, in return for an early payment discount from the vendor.

DocuSigned by:


6121834A077C41A...

Jedediah Greenfield, Chief Procurement Officer
5/25/2023

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Date

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PART I – GENERAL INFORMATION

1.0 General Information

The City of Houston (“City”) is currently seeking submissions from qualified Performing Arts Organizations (PAO’s) and/or Individual Professional Musicians (IPM’s) to provide services for the Houston Airport System’s Performing Arts Program, “Harmony in the Air”.

The City intends to enter into one or more contracts for Harmony in the Air with qualified Respondent(s) to assist the City with the aforementioned initiative.

2.0 City of Houston Background

The City is the fourth largest City in the United States and is composed of 23 departments with multiple physical locations throughout the geographical boundaries of the City. The City has approximately 23,000 employees with approximately 500 employees involved in the procurement and/or contracting process. Contracts where the City must pay in excess of \$50,000 are routed to City Council for approval. The annual volume of contracts and purchase orders issued by the City in the last five years has ranged from 19,000 to 23,000.

3.0 Texas Public Information Act

All information submitted to the City is subject to the provisions of the Texas Public Information Act (TPIA), located in Chapter 552 of the Texas Government Code. Proposers may mark any information submitted, including their financial information, as confidential, trade secret, proprietary, or any other designation of choice. The City will notify any proposer should their information be requested under the TPIA and proposers will have an opportunity to assert their own arguments to the Texas Attorney General as to why their information should be excepted from public disclosure.

4.0 Solicitation Schedule

Listed below are the important dates for this Request for Qualifications (RFQ).

<u>EVENT</u>	<u>DATE</u>
RFQ Issuance	May 26, 2023
Pre-Submission Conference	June 8, 2023
Deadline for Questions	June 15, 2023
Solicitation Due Date	July 7, 2023
Notification of Intent to Award (estimated)	August 28, 2023
Council Agenda Date (estimated)	September 20, 2023
Contract Start Date (estimated)	September 27, 2023

PART II – SCOPE OF WORK

1.0 PURPOSE

The City seeks submissions from Respondents for the Houston Airport System for the Harmony in the Air initiative. “Harmony in the Air” is one of several initiatives that Houston Airports has undertaken as part of its strategic plan to improve the passenger experience. “Harmony in the Air” features live performances by professional musicians at both George Bush Intercontinental Airport (IAH) and William P. Hobby Airport (HOU). The Program was created to provide a stress-free and pleasant atmosphere; showcase Houston’s talented and diverse performing arts scene; reflect Houston’s status as a vibrant, friendly, and cosmopolitan global getaway city; and contribute to the creative economy of Houston.

2.0 BACKGROUND

HAS is issuing a “Call for Musicians” to Performing Arts Organizations (PAO’s) and/or Individual Professional Musicians (IPM’s) inviting them to participate in “Harmony in the Air,” the Houston Airports Performing Arts Program. The “Call for Musicians” is an opportunity for PAO’s and/or IPM’s to apply and be considered for the Program. The RFQ invites PAO’s and/or IPM’s to submit their qualifications to be considered by an evaluation committee.

Music Genres

Classical: Chamber music, baroque, early and late periods.

Jazz: Mainstream, smooth, cool jazz.

Popular: R&B, Pop, Country Western.

International: Bossa nova, Flamenco/Spanish, Caribbean/Calypso.

All performances, regardless of the genre, shall be appropriate for an airport setting and should provide a pleasant listening experience. The PAO’s and or IPM’s shall select music that is appropriate and in compliance with BMI, SESAC, and ASCAP license agreements. If performances include lyrics, the lyrics shall not contain obscene, sexually explicit, social, political, religious, or racially demeaning words.

3.0 SCOPE OF WORK

3.1 Specifics

- 3.1.1 HAS will contract with PAO’s and/or IPM’s to provide professional services as musicians under the Houston Airports Performing Arts Program, "Harmony in the Air".
- 3.1.2 The PAO’s and/or IPM’s will provide live music performances in secured areas at George Bush Intercontinental Airport, William P. Hobby Airport, or both. HAS will pay the PAO’s and/or IPM’s for their services.
- 3.1.3 HAS will enter into agreements with the PAO’s and/or IPM’s. These agreements contain information regarding the professional scope of services/the time and date of the performances, and the fee set by the City, based on the number of professional musicians in the ensemble.
- 3.1.4 The agreements between HAS and the PAO’s and/or IPM’s will be for a term of three (3) year period with two (2) one-year renewal options. Each PAO and/or IPM will be afforded at least 26 performances over the contract period. Performers will be scheduled in a way that maximizes utilization of all selected performers. The Director, Houston Airport System, (“the Director”) and/or the Chief Procurement Officer will have the right to terminate for convenience with 30-day notice.
- 3.1.5 The proposed PAO’s and/or IPM’s will be selected based on the criteria shown in Part II, section 3.2. The music genres will reflect a diverse repertoire of Classical, Jazz, Popular, and International Music.
- 3.1.6 The fees per performance are set by the City based on the number of professional musicians in the ensemble.

- 3.1.7 As part of the requirements to participate in the Program, the PAO's and/or IPM's must register as a City of Houston Vendor at the following website: http://purchasing.houstontx.gov/Vendor_Logon.aspx?ReturnUrl=Registration_Form.aspx.
- 3.1.8 For marketing purposes, the PAO's and/or IPM's will be required to provide high resolution photographs of the musicians, preview videos, and will be required to submit a brief description/biography (1-2 paragraphs) of the performer and the type of performance.
- 3.1.9 The PAO's and/or IPM's shall agree to support Harmony in the Air via social media (e.g., Facebook, Twitter, Instagram, and/or live streaming). PAO's and/or IPM's shall agree to include references to Harmony in the Air in their websites and newsletters.
- 3.1.10 The PAO's and/or IPM's shall agree to adhere to the Harmony in the Air Guidelines (i.e., dress code, stage presentation, no visible tattoos) during each performance.

4.0 QUALIFYING CRITERIA FOR PERFORMING ARTS ORGANIZATIONS AND/OR INDIVIDUAL PROFESSIONAL MUSICIANS:

- 4.1 Each individual professional musician must reside in Harris or an adjacent county. Each performing arts organization must have their main office located in Harris County or an adjacent county.
- 4.2 Due to the dimensions of each Harmony in the Air performing stage, ensembles cannot exceed 4 performers, including pianist, if applicable.
- 4.3 Every professional musician, either as individual or as part of a performing arts organization, shall have a minimum of eight (8) years of previous professional performance experience.
- 4.4 PAO's and/or IPM's shall provide names and descriptions of ensembles and/or musicians previously or currently employed or represented by the PAO's and/or IPM's, with links to corresponding websites.
- 4.5 PAO's and/or IPM's will provide names of venues where the musicians represented by the PAO's and/or IPM's have performed and/or currently perform.
- 4.6 PAO's and/or IPM's shall provide materials such as CDs, videos, marketing materials, social media posts, and/or links to events booked and/or produced by the musicians employed by the PAO's and/or IPM's.
- 4.7 PAO's and/or IPM's shall provide references from four (4) former or present clients.
- 4.8 Musicians must have a college degree, preferably in music. If musicians do not have a college degree, they must have equivalent professional musician experience of at least eight (8) years, and two (2) letters of recommendation from established professionals with appropriate credentials.

5.0 SCHEDULING:

- 5.1 PAO's and/or IPM's shall agree to perform on days and times specified by the Program Manager and agreed to by each PAO's and/or IPM's. Each performance has a duration of three (3) hours with two (2) 15-minute breaks. The PAO's and/or IPM's should remain flexible as schedules and locations can shift based on severe weather conditions, the Program and security needs, special airport events, changes in flight's departure times, and location availability and any other reason determined by the Program Manager.

6.0 LOCATIONS:

- 6.1 PAO's and/or IPM's agree to perform on the Harmony in the Air stages strategically located in spaces offering natural light, good acoustics, and convenient access to art installations, departure and arrival gates, restaurants, and shops. Performances are carefully selected for each airport based on the passenger demographics and destinations.

7.0 SECURITY:

- 7.1 All "Harmony in the Air" performances takes place in secure areas. Therefore, each performer must obtain an airport ID badge and wear it at all times while on airport premises. To obtain an airport ID badge, every performer must go through a strict security check process and be vetted by the Federal Bureau of Investigation (FBI) and other federal and local agencies. The performer acknowledges and agrees that if selected, he/she shall comply with the Houston Airport System Program's security check procedures and all security rules and regulations promulgated by the Houston Airport System. The PAO's and/or IPM's understands that failure to properly follow the procedures and/or failure to cooperate with HAS or security personnel may result in immediate termination and discontinuation of future performances.

8.0 FEES:

- 8.1 PAO's and/or IPMs will be paid for a three (3) hour performance. The rate of compensation per performance is determined by criteria as stated in section 3.1.6.

9.0 INVOICING

- 9.1 The City is a single entity for accounting, billing, and discounting purposes. Any invoices accompanied by detailed supplements and other backup documents are to be submitted for payments to:

City of Houston/Department of Aviation
Accounts Payable
P.O. Box 60106
Houston, TX 77205-0106

To avoid delays in receiving payment for performances, the City requires timely and accurate accounting and billing information of each PAO's and/or IPM's.

10.0 EXHIBITS

The following document is provided as an aid in responding to this solicitation:

Offer and Submittal, List of References (Exhibit I)
Declaration of Hire Houston First Designation (Exhibit II – Attachment “D”)
City of Houston Ownership Information Form (Exhibit III)
Anti-Collusion Statement (Exhibit IV)
Conflict of Interest Questionnaire (Exhibit V)
Checklist – Harmony in the Air (Exhibit A)

PART III – EVALUATION AND SELECTION PROCESS

1.0 EVALUATION COMMITTEE

An evaluation committee shall evaluate respondents' submissions in accordance with the evaluation criteria listed in Section 5.0 below. Upon completion of the evaluation, the committee may develop a short list of approximately 40 PAO's and/or IPM's meeting the technical competence requirements. Shortlisted Respondents will be evaluated to determine whether each is responsible, as defined below. The shortlisted Respondent(s) may be scheduled for a structured oral presentation/audition, demonstration, and interview. The PAO's and/or IPM's selected for an audition, will be provided with a date, time, and location for their audition. They shall attend only on their assigned day and time. PAO's and/or IPM's shall be prepared to perform two musical arrangements for their audition. In addition to the audition, the evaluation committee will have the option to interview the PAO's and/or IPM's. Following these City-to-respondent(s) meetings, the evaluation committee will summarize their findings and recalculate their scores, if needed. However, the evaluation committee reserves the right to issue letter(s) of clarification when deemed necessary to any or all Respondent(s). The oral presentations/auditions, demonstrations and/or interviews may be recorded and/or videotaped by the City of Houston.

2.0 INTERVIEWS/AUDITIONS

An interview/audition will be scheduled for the shortlisted Respondent(s) in accordance with Part III section 1.0. Respondent(s) may be scheduled for more than one interview/audition. Auditions will only be open to scheduled Respondent(s).

3.0 SELECTION PROCESS

The City intends to select a submission(s) that best meets the needs of the City and that provides the best overall value. The City reserves the right to check references on any projects performed by Respondents, whether provided by respondents or known by the City. Upon review of all information provided by respondents, the evaluation committee will make a recommendation for selection to City officials. Upon approval of the selected respondent(s), the City will enter into negotiations with the selected Respondent(s). Pending successful contract negotiations with the selected Respondent(s), a contract(s) shall be executed by the appropriate City officials.

4.0 EVALUATION CRITERIA

4.1 RESPONSIVE (PASS/FAIL)

A Respondent that responds to all material requirements of any solicitation will be deemed responsive. The submission shall be responsive to all material requirements that will enable the evaluation committee to evaluate it in accordance with the evaluation criteria and make a recommendation to City officials.

4.2 RESPONSIBLE (PASS/FAIL)

A business entity or individual who has the integrity and reliability as well as the financial and technical capacity to perform the requirements of the solicitation and subsequent contract will be deemed responsible. This assessment will include a review of all references on any projects performed by a business entity or individual, whether provided by the business entity or individual or known by the City.

4.3 FINANCIAL STABILITY (PASS/FAIL)

(*This is mandatory for all PAO's)

If Respondent is an entity that is required to prepare audited financial statements, respondent shall submit an annual report that includes:

- 4.3.1 Last two years of audited accrual-basis financial statements, including an income statement, cash flow statement, and balance sheet.
- 4.3.2 If applicable, last two years of consolidated statements for any holding companies or affiliates;
- 4.3.3 An audited or un-audited accrual-basis financial statement of the most recent quarter of operation; and
- 4.3.4 A full disclosure of any events, liabilities, or contingent liabilities that could affect Respondent's financial ability to perform this contract.

If Respondent is a privately-owned entity or sole proprietorship for which audited financial statements are not required, respondent shall submit an annual report that includes:

- 4.3.5 Last two years of un-audited accrual-basis financial statements, including an income statement, cash flow statement, and balance sheet;
- 4.3.6 An audited or un-audited accrual-basis financial statement of the most recent quarter of operation; and
- 4.3.7 A full disclosure of any events, liabilities, or contingent liabilities that could affect Respondent's financial ability to perform this contract;

OR

- 4.3.8 Other financial information sufficient for the City, in its sole judgement, to determine if Respondent is financially solvent or adequately capitalized.

4.4 TECHNICAL COMPETENCE REQUIREMENTS (100 POINTS)

Minimum Required Experience – Pass/Fail

- 5.4.1 Respondent(s) shall have the capabilities and skills to provide musical performances appropriate for an airport setting and shall provide a pleasant listening experience. The music genres shall reflect a diverse repertoire of Classical, Jazz, Popular, and International Music. PAO's and/or IPM's shall showcase their talent by providing materials such as CDs, videos, marketing materials, social media posts, and/or links to events booked and/or produced by the musicians employed by the PAO's and/or IPM's.
- 5.4.2 Every professional musician, either as individual or as part of a performing arts organization, shall have a minimum of eight (8) years of previous professional performance experience.
- 5.4.3 Musicians must have a college degree, preferably in music. If musicians do not have a college degree, they must have equivalent professional musician experience of at least eight (8) years, and two (2) letters of recommendation from established professionals with appropriate credentials.
- 5.4.4 Ensembles shall not exceed four (4) performers, including pianist, if applicable.
- 5.4.5 Respondent must pass the above criteria to be evaluated by the Evaluation Committee. Respondent(s) that fail to meet the criteria will be removed from further consideration and no further scoring of their submittal will take place.

5.5 Professional Experience (30 Points) – This criterion considers whether the documentation provided by the Respondent(s) demonstrates the professional experience qualifications.

- 5.5.1 The PAO's and/or IPM's shall provide names and descriptions of ensembles and/or musicians previously or currently employed or represented by the PAO's and/or IPM's, with links to corresponding websites.
- 5.5.2 The PAO's and or IPM's will provide names of venues where the musicians represented by the PAO's and/or IPM's have performed and/or currently perform.
- 5.5.3 The criterion also examines the Respondent(s) professional references. Provide the name and reference contact information of five (5) clients for whom you have provided music performances within the past three (3) years. Provide brief descriptions of the performances. Specifically, provide the following:
 - 5.5.3.1 Name and location of the venue for performances.
 - 5.5.3.2 Current reference contact name, telephone numbers, and e-mail addresses.
 - 5.5.3.3 Provide any awards and accolades received as a professional musician.

5.6 Quality of Performance (30 Points) – This criterion assesses the overall quality of the performance(s); including overall stage presentation, capabilities, and skills.

5.7 Capability to Conform to Scope of Work (15 Points) – This criterion considers the Respondent(s) ability to conform to the scope of work. The Respondent(s) music genres shall reflect a diverse repertoire of Classical, Jazz, Popular, and International Music.

5.8 Audition (25 Points) – This criterion assesses the audition qualifications.

5.8.1 – The musicians shall have a professional appearance. (5 Points)

5.8.2 – The musicians shall be personable and engaging. (5 Points)

5.8.3 – The musicians shall have a high-quality skill level. (5 Points)

5.8.4 – The musicians shall provide a high-quality delivery, including the sound level and quality. (5 Points)

5.8.5 – The musicians shall provide an excellent stage presence. (5 Points)

4.9 LOCAL PREFERENCE POINTS

To be eligible for the preference, a company must be designated as a *City Business (CB)* or *Local Business (LB)* under the Hire Houston First Program prior to submittal of the response to the RFQ. Respondent must provide *Declaration of Hire Houston First Designation* with submission. At the conclusion of scoring submissions, Hire Houston First preference points shall be distributed in such a way that grants the highest number of points to a City Business (CB) and the next highest number of points to a Local Business (LB). **Note: At the conclusion of scoring submissions, preference points shall be distributed in the following manner:**

- 5 Points: For Respondent firm designated as a Hire Houston First “City Business” (CB);
- 3 Points: For Respondent firm designated as a Hire Houston First “Local Business” (LB);
- 0 Points: For Respondent firm not designated as either a “City Business” (CB) or a “Local Business” (LB).

5.0 EVALUATION MATRIX

Evaluation Criteria	Max Points
5.1 Responsive	Pass/Fail
5.2 Responsible	Pass/Fail
5.3 Financial Stability (for PAOs only)	Pass/Fail
5.4 Minimum Experience	Pass/Fail
5.5 Professional Experience	30
5.6 Quality of Performance	30
5.7 Capability to Conform to Scope of Work	15
TOTAL AVAILABLE POINTS	75 POINTS
5.8 Audition	25
TOTAL AVAILABLE POINTS	100 POINTS

7.0 ADDITIONAL RELATED SERVICES

In submitting its submission, Respondent(s) shall indicate a willingness to negotiate future potential additional services deemed appropriate for the scope of work, as provided herein, or deemed necessary and/or desirable by the City.

8.0 INTERLOCAL AGREEMENT

Under the same terms and conditions, the resulting contract may be expanded to other government entities through inter-local agreements between the City and the respective government entity that encompasses all or part of the products/services provided under this contract. Separate contracts will be drawn to reflect the needs of each participating entity.

PART IV – INSTRUCTIONS AND SUBMISSION REQUIREMENTS

1.0 INSTRUCTIONS FOR SUBMISSION

All documentation shall be submitted in a single package in accordance with the specifications below.

- 1.1 Number of Copies.** Submit **one (1) printed original submission with an Offer and Submittal form signed in BLUE ink, five (5) printed copies** of the submission, and **five (5) electronic copies of the submission on USB drives**, sealed in a separate single envelope bearing the assigned solicitation number (located on the first page of this RFQ document) to:

Strategic Procurement Division
Attn: Tia Jordan
611 Walker Street 5th Floor
Houston, Texas 77002

- 1.2 Financial Stability documents.** **(*This is required for PAO's Only)** In a separate envelope, submit **one (1) electronic copy on a USB drive** of the Financial Stability documents. No printed copies are required to be submitted within the submission.

The City shall bear no responsibility for submitting responses on behalf of any respondent. Respondent(s) may submit their submissions to the City Secretary's Office any time prior to the stated deadline.

- 1.3 Time for Submission.** Submissions shall be submitted no later than the date and time indicated for submission in this RFQ. Late submittals will not be considered and will be returned unopened. With the exception of City holidays, the normal business hours for the City Secretary's office are Monday through Friday, 8:00 a.m. to 5:00 p.m. CT.

- 1.4 Format.** Submissions must be left-bound with information on both sides of the page when appropriate. Material shall be organized following the order of the submission requirements separated by labeled tabs and shall be securely bound. Submission materials will not be returned to Respondents.

- 1.5 Complete Submission.** Respondents are advised to carefully review all the requirements and submit all documents and information as indicated in this RFQ. Incomplete submissions may lead to a respondent being deemed non-responsive. Non-responsive submissions will not be considered.

- 1.6 Packaging and Labeling.** The single package containing all documentation shall contain labeling clearly indicating the RFQ title, date, time for submission, and the name of the respondent. Within the single package, respondents shall include the following:

- 1.6.1** The required number of printed submissions as referenced in section 1.1 above;
- 1.6.2** The required number of electronic copies on USB drives sealed in a separate single envelope as referenced in section 1.1 above; and
- 1.6.3** The required Financial Stability documents in a separate sealed envelope as referenced in section 1.2 above.

1.7 Delivery of submissions. The submission and all required forms must be delivered by hand or mailed to the address shown in Section 1.1. If using an express delivery service, the package must be addressed and delivered specifically to the City Secretary's Office. Packages delivered by express mail services to other locations may not be re-delivered to its destination by the deadline hour.

1.8 Respondent's Responsible for Timely Submission. Respondent remains responsible for ensuring that its submission is received at the time, date, place, and office specified. The City assumes no responsibility for any submission not received, regardless of whether the delay is caused by the U.S. Postal Service, a courier delivery service, or some other act or circumstance.

2.0 SUBMISSION REQUIREMENTS This section details the requirements for submitting all required information to the City. Adherence to these submission requirements will provide a degree of uniformity in submissions. Therefore, please tab sections accordingly and follow the format below. All documents must be organized as follows. In addition, all .pdf documents provided on thumb drives must contain bookmarks to each Tab for easy access of information.

Tab 1 - Cover Letter. The cover letter shall be signed by an authorized representative of the PAO's and/or IPM's. The letter should indicate the PAO's and/or IPM's commitment to provide the services proposed and contain corroborating information that the PAO's and/or IPM's has residency and/or is located within Harris County, or an adjacent county.

Tab 2 - Executive Summary. The executive summary should include a brief overview of the proposed plan to achieve the City's objective, the overall strategy for implementing the plan, and the key personnel who will be responsible for seeing the project through completion.

Tab 3 - General Company Information: Provide the name of your company (including the name of any parent company), business address, e-mail address, Federal Tax ID number, telephone number, and fax number.

Tab 4 - Qualifications and specialized experience: Respondent's statement to requirements as described in 5.0 Evaluation Criteria, 5.4 Technical Competence including:

- 4.1 Provide an introductory and short (five pages maximum) biography of the PAO's and/or IPMs including education, training, performance history, genre of music performed, awards, recordings, and any other information deemed important to include.
- 4.2 Summarize five or more jobs (in similar size and scope to this RFQ), with brief descriptions that demonstrate your experience providing the required services.
- 4.3 Track record: Provide a summary of the PAO's and/or IPM's background history, number of years in business and if applicable, the number of musicians in the PAO's and their availability to participate in the Program.
- 4.4 Portfolio: Provide the number of current and ongoing performances, and for each, give the location, venue name, contact information, dates, and times of performance.

4.5 PAO's and/or IPM's shall provide materials such as CDs, videos, marketing materials, social media posts, and/or links to events booked and/or produced by the musicians employed by the PAO's and/or IPM's

Tab 5 - Quality and specialized experience of the respondent's key personnel: Respondent's statement to requirements as described in 5.0 Evaluation Criteria, 5.5 Technical Competence.

Tab 6 - Exceptions to Sample Contract: Provide any exceptions to the Sample contract and include the rationale for taking the exception. If alternate language is proposed, include the proposed language for consideration, along with the corresponding Article Nos. within the RFQ.

Tab 7 - Legal Actions: Provide a list of any pending litigation and include a brief description of the reason for legal action.

Tab 8 - Conflict of Interest: Provide information regarding any real or potential conflict of interest(s). Failure to disclose any potential conflict of interest at the outset may be cause for rejection of the submission.

Tab 9 - Forms and Certifications: Complete and return all forms and certifications provided in PART VIII – REQUIRED FORMS TO BE SUBMITTED.

Note: In a separate sealed envelope please submit, listed in Part VIII, Section 2.0, and requirements listed in.

Part V – EXCEPTIONS TO TERMS AND CONDITIONS

All exceptions to the Sample Contract shall be submitted in a clearly identified separate section of the submission in which the respondent clearly cites the specific paragraphs within the Sample Contract where the exceptions occur. Any exceptions not included in such a section shall be without force and effect in any resulting contract unless such exception is specifically approved by the Chief Procurement Officer or designee, City Attorney, Director(s) or designee in a written statement. The Respondent's preprinted or standard terms will not be considered by the City as a part of any resulting contract. **Please review and include any exceptions to the terms and conditions contained in the Sample Contract.**

OR

Please review and include any exceptions to the terms and conditions on the Sample Contract. Please note that the Sample Contract will be incorporated into this solicitation by the issuance of a Letter of Clarification at a later date.

Part VI – SPECIAL CONDITIONS

1.0 NO CONTACT PERIOD

Neither Respondent(s) nor any person acting on respondent(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated City Representative identified on the first page of the solicitation.

With the exception of Respondent's formal response to the solicitation and written requests for clarification during the period officially designated for such purpose by the City Representative, neither respondent(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City, their families, or staff through written or oral means in an attempt to persuade or attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any respondent from the time of issuance of the solicitation through the pre-award phase and up to the date the City Secretary publicly posts notice of any City Council agenda containing the applicable award. However, nothing in this paragraph shall prevent a Respondent from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action, or to a City Council committee convened to discuss a recommendation regarding the solicitation.

2.0 MINORITY AND WOMAN BUSINESS ENTERPRISES ("MWBE")

It is the City of Houston's policy to ensure that Minority and Women Business Enterprises (MWBE) have full opportunity to compete for and participate in City Contracts. Contractor shall comply with the City's MWBE Program as set forth in Chapter 15, Article V of the City of Houston Code of Ordinances, as well as the Policies and Procedures of the Office of Business Opportunity (OBO) found on OBO's website at <https://www.houstontx.gov/obo/policies-procedures.html>. Contractor shall make good faith efforts to award subcontracts and supply agreements in at least **0%** of the value of the Agreement to certified MWBEs. If the Contractor is a certified MBE or WBE, Contractor may count its self-performance to meet a portion of the overall goal. Contractor acknowledges that they have reviewed the requirements for good faith efforts on file with the OBO, available at <https://www.houstontx.gov/obo/docsandforms/goodfaithefforts.pdf>, and will comply with the set forth requirements.

Contractor shall maintain records of subcontracts and supply agreements with certified MWBEs, containing language required herein. In addition, Contractor shall submit all disputes that may arise with MWBE subcontractors/supplies to mediation provided by OBO if other attempts do not result in a resolution.

3.0 PROTESTS

Protests shall be filed in accordance with the City of Houston Administrative Policy No. 5-12 <http://www.houstontx.gov/adminpolicies/5-12.pdf>

4.0 CANCELLATION

The City has sole discretion and reserves the right to cancel this RFQ or to reject any or all submissions received prior to contract award.

5.0 EXECUTIVE ORDER 1-56 ZERO TOLERANCE FOR HUMAN TRAFFICKING IN CITY SERVICE CONTRACTS AND PURCHASING

The City has a zero tolerance for human trafficking and, per Executive Order 1-56, City funds shall not be used to promote human trafficking. City vendors are expected to comply with this Executive Order and notify the City's Chief Procurement Officer of any information regarding possible violation by the vendor or its subcontractors providing services or goods to the City. The Executive Order is available on the City's website: <http://www.houstontx.gov/execorders/1-56.pdf>.

6.0 PRESERVATION OF CONTRACTING INFORMATION

The requirements of Subchapter J, Chapter 552, Texas Government Code, may apply to this solicitation and the contractor or vendor agrees that the contract can be terminated if the contractor or vendor knowingly or intentionally fails to comply with a requirement of that subchapter.

7.0 COMPLIANCE WITH CERTAIN STATE LAW REQUIREMENTS

Anti-Boycott of Israel. Vendor certifies that vendor is not currently engaged in, and agrees for the duration of this Agreement not to engage in, the boycott of Israel as defined by Section 808.001 of the Texas Government Code.

Anti-Boycott of Energy Companies. Vendor certifies that Vendor is not currently engaged in and agrees for the duration of this Agreement not to engage in, the boycott of energy companies as defined by Section 809.001 of the Texas Government Code.

Anti-Boycott of Firearm Entities or Firearm Trade Associations. Vendor certifies that vendor does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association, or will not discriminate against a firearm entity or firearm trade association for the duration of this Agreement, as defined by Section 2274.001 of the Texas Government Code.

Certification of No Business with Foreign Terrorist Organizations. For purposes of Section 2252.152 of the Code, Vendor certifies that, at the time of this Agreement neither vendor nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of vendor, is a company listed by the Texas Comptroller of Public Accounts under Sections 2252.153 or 2270.0201 of the Code as a company known to have contracts with or provide supplies or to a foreign terrorist organization.

PART VII – INSTRUCTIONS TO RESPONDENTS

1.0 PRE-SUBMISSION CONFERENCE

A Pre-Submission Conference will be held at the date, time, and location indicated on the first page of the RFQ document. Interested Respondent(s) are encouraged to attend. It will be assumed that potential Respondent(s) attending this meeting have reviewed the RFQ in detail and are prepared to bring up any substantive questions not already addressed by the City.

2.0 ADDITIONAL INFORMATION AND SPECIFICATION CHANGES

Requests for additional information and questions shall be addressed to the Finance Department, Strategic Procurement Division, Tia Jordan, preferably by e-mail to tia.jordan@houston.tx.gov or by telephone at (832) 393-9153 no later than the date and time shown on page one of this document. The City shall provide written responses to all questions received by Respondents prior to the RFQ submittal deadline. Questions received from all Respondent(s) shall be answered by the City and made available to respondent(s) who are listed as having obtained the RFQ. Respondent(s) shall be notified in writing of any changes in the specifications contained within this RFQ.

3.0 LETTER(S) OF CLARIFICATION

3.1 All Letters of Clarification and interpretations to this Solicitation shall be in writing. Any Letter of Clarification(s) or interpretation that is not in writing shall not legally bind the City. Only information supplied by the City in writing or in this RFQ shall be used in preparing submission responses.

3.2 The City does not assume responsibility for the receipt of any Letters of Clarification sent to Respondent(s).

4.0 EXAMINATION OF DOCUMENTS AND REQUIREMENTS

4.1 Each Respondent shall carefully examine all RFQ documents and familiarize themselves with all requirements prior to submitting a submission to ensure that the submission meets the intent of this RFQ.

4.2 Before submitting a submission, each Respondent shall be responsible for making all investigations and examinations that are necessary to ascertain conditions and affecting the requirements of this RFQ. Failure to make such investigations and examinations shall not relieve the Respondent from obligation to comply, in every detail, with all provisions and requirements of the RFQ.

5.0 POST-SUBMISSION DISCUSSIONS WITH RESPONDENT(S)

It is the City's intent to commence final negotiation with the Respondent(s) deemed most qualified in accordance with the criteria provided herein in, at the City's sole discretion. The City reserves the right to conduct post-submission discussions and/or interviews with any Respondents.

PART VIII – REQUIRED FORMS TO BE SUBMITTED WITH SUBMISSION

1.0 Offer and Submittal, List of References (Exhibit I)

2.0 Declaration of Hire Houston First Designation (Exhibit II – Attachment “D”)

To be eligible for the preference, a company must be designated as a City Business (CB) or Local Business (LB) under the Hire Houston First Program prior to submitting a response to the RFQ. Respondents must provide Declaration of Hire Houston First Designation form (SPD can insert form number) with submission.

3.0 City of Houston Ownership Information Form (Exhibit III)

4.0 Anti-Collusion Statement (Exhibit IV)

5.0 Conflict of Interest Questionnaire (Exhibit V)

6.0 Respondent Checklist (Exhibit A)

PART IX – REQUIRED FORMS TO BE SUBMITTED BY RECOMMENDED VENDOR ONLY

Required forms shall be supplied to the Contractor after the award recommendation:

1.0 Insurance Requirements and Insurance Certificate

- 2.0** Drug Policy Compliance Agreement (Exhibit “B”); Contractor’s Certification of No Safety Impact Positions in Performance of a City Contract (Exhibit “C”); Drug Policy Compliance Declaration (Exhibit “D”)
- 3.0** City Contractors’ Pay or Play Acknowledgement Form (POP-1) [pop1.pdf \(houstontx.gov\)](#), Certification of Compliance with Pay or Play Program (POP-2) [pop2.pdf \(houstontx.gov\)](#), and List of Participating Subcontractors (POP-3) [pop3.pdf \(houstontx.gov\)](#).
- 4.0** Requested information outlined in the scope of work and other additional relevant/supporting information, or alternate submission.
- 5.0** Texas Ethics Commission, Certificate of Interested Parties (Form 1295). Create a certificate at <https://www.ethics.state.tx.us/filinginfo/1295/>.

**EXHIBIT I
OFFER AND SUBMITTAL**

NOTE: SUBMISSION MUST BE SIGNED AND NOTARIZED BY AN AUTHORIZED REPRESENTATIVE(S) OF THE RESPONDENT, WHICH MUST BE THE ACTUAL LEGAL ENTITY THAT WILL PERFORM THE CONTRACT IF AWARDED.

"THE RESPONDENT WARRANTS THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED OR RETAINED TO SOLICIT OR SECURE THIS CONTRACT UPON AN AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE, OR CONTINGENT FEE, EXCEPTING BONA FIDE EMPLOYEES. FOR BREACH OR VIOLATION OF THIS WARRANTY, THE CITY SHALL HAVE THE RIGHT TO ANNUL THIS AGREEMENT WITHOUT LIABILITY OR, AT ITS DISCRETION, TO DEDUCT FROM THE CONTRACT PRICES OR CONSIDERATION, OR OTHERWISE RECOVER THE FULL AMOUNT OF SUCH COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE."

Respectfully Submitted:

(Print or Type Name of Contractor – Full Company Name)

City of Houston Vendor No. (If already doing business with City):

Federal Identification Number:

By: _____
(Signature of Authorized Officer or Agent)

Printed Name: _____

Title: _____

Date: _____

Address of Contractor:

Street Address or P.O. Box

City – State – Zip Code

Telephone No. of Contractor: (____) _____

Signature, Name and title of Affiant:

(Notary Public in and for)

My Commission Expires: _____ day of _____ County, Texas
20____

**EXHIBIT I
REFERENCES
LIST OF PREVIOUS CUSTOMERS**

1. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Email: _____
Project Description: _____

2. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Email: _____
Project Description: _____

3. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Email: _____
Project Description: _____

4. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Email: _____
Project Description: _____

If your company does not have a HHF designation and would like to apply for designation go to: www.houstontx.gov/obo/hirehoustonfirst.html at least 10 working days prior to submitting a bid or proposal.

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EXHIBIT III

CITY OF HOUSTON OWNERSHIP INFORMATION FORM

REV. 12/23/2019

The City of Houston Ownership Information Form is used to gather information to comply with:

- a. The City of Houston Contractor Ownership Disclosure Ordinance ([Chapter 15 of the Code of Ordinances, Article VIII. City Contracts; Indebtedness to City](#));
- b. The City of Houston Fair Campaign Ordinance ([Chapter 18 of the Code of Ordinances](#)); and,
- c. The State of Texas Statement of Residency Requirements ([Tex. Govt. Code Chapter 2252](#)).

Please complete the form, in its entirety, and submit it with the Official Bid or Proposal Form. Except as noted below regarding the Statement of Residency, failure to provide this information may be just cause for rejection of your bid or proposal.

NOTICE OF AFFIRMATIVE ACCEPTANCE OF THE CITY OF HOUSTON FAIR CAMPAIGN ORDINANCE

By submitting a bid or proposal to the City of Houston for a Contract in excess of \$50,000 or for which a request is presented to City Council for approval, all respondents agree to comply with the Chapter 18 of the Code of Ordinances.

Further, pursuant to Section 18-36 of the Code of Ordinances, it shall be unlawful either for any person who submits a bid or proposal to contribute or offer any contribution to a candidate or for any candidate to solicit or accept any contribution from such person for a period commencing at the time of posting of the City Council Meeting Agenda including an item for the award of the Contract and ending upon the 30th day after the award of the Contract by City Council.

INSTRUCTIONS

1. Please **type** or **legibly print in dark ink** responses. Individuals and entities shall disclose their full, legal names (not initials) and all required corporate letters ("Inc", "LLP", etc.).
 - a. If a firm is operating under an assumed name, the following format is recommended:
Corporate/Legal Name DBA Assumed Name.
2. Full addresses are required, including street types ("St", "Rd", etc.) and unit number.
3. Individuals or entities with 10% or more ownership of the corporation, partnership, or joint venture (including persons who own 100%) are required to be disclosed with their full name and full address. All officers and directors are also required to be disclosed with their full name and full address.

Orig. Dept.:	FIN/SPD	File/I.D. No.:	64 –
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CITY OF HOUSTON OWNERSHIP INFORMATION FORM

REV. 12/23/2019

PROJECT AND BID/PROPOSAL PREPARER INFORMATION**Project or Matter Being Bid:** _____**Bidder's complete firm/company business information**

Name:

Business Address [No./Street]

City / State / Zip Code

Telephone Number

Bidder's email address

Email Address:

STATEMENT OF RESIDENCY

(THE STATEMENT OF RESIDENCY PORTION OF THIS DOCUMENT IS **NOT APPLICABLE** IF THE SOLICITATION INDICATES FEDERAL FUNDS WILL BE USED)

TEX. GOV'T CODE §2252.001, §(4) defines a "**Resident bidder**" as a bidder whose principal place of business* is in this state, and includes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

TEX. GOV'T CODE §2252.001§ (3) defines a "**Nonresident bidder**" as a bidder who is not a resident in this state.

* Principal Place of Business in Texas means that the business entity:

- has at least one permanent office located within the **State of Texas**, from which business activities other than submitting bids to governmental agencies are conducted and from which the bid is submitted; and
- has at least one employee who works in the Texas office.

Based on the definitions above, your business is a:

☐

TEXAS RESIDENT BIDDER

☐

NONRESIDENT BIDDER

If you are a Nonresident Bidder, does your home state have a statute giving preference to resident bidders? If so, you must attach a copy of the statute to this Document.

A copy of the State of _____ statute is attached.

NOTE: The State of residency of a bidder is not used in the decision-making criteria for the award of contracts for projects receiving federal funding, whether in whole or in part.

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CITY OF HOUSTON OWNERSHIP INFORMATION FORM

REV. 12/23/2019

CONTRACTING ENTITY ORGANIZATIONAL ENTITY TYPE**FOR PROFIT ENTITY:**

- ☐ SOLE PROPRIETORSHIP
- ☐ CORPORATION
- ☐ PARTNERSHIP
- ☐ LIMITED PARTNERSHIP
- ☐ JOINT VENTURE
- ☐ LIMITED LIABILITY COMPANY
- ☐ OTHER (*specify in space below*)

NON-PROFIT ENTITY:

- ☐ NON-PROFIT CORPORATION
- ☐ UNINCORPORATED ASSOCIATION

LISTING OF ADDRESSES

List all current and prior addresses where the bidder does/has done business or owns property (real estate and/or business personal property) in the city of Houston ("Houston") in the past 3 years from the date of submittal of this form. If within the past 3 years from the date of submitting this form, the bidder does not and has not done business and has not or does not own property (real estate and/or business personal property) in Houston, please state "None" on the first line below.

Address

Address

Address

ATTACH ADDITIONAL SHEETS AS NEEDED.

Orig. Dept.:	FIN/SPD	File/I.D. No.:	64 –
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CITY OF HOUSTON OWNERSHIP INFORMATION FORM
REV. 12/23/2019

LISTING OF OFFICERS

LIST ALL OFFICERS OF THE ENTITY, REGARDLESS OF THE AMOUNT OF OWNERSHIP (IF NONE STATE "NONE")

Name _____	Officer	_____	Address
Name _____	Officer	_____	Address
Name _____	Officer	_____	Address
Name _____	Officer	_____	Address
Name _____	Officer	_____	Address
Name _____	Officer	_____	Address

LISTING OF DIRECTORS OR MEMBERS

LIST ALL DIRECTORS OF THE ENTITY, REGARDLESS OF THE AMOUNT OF OWNERSHIP (IF NONE STATE "NONE")

Name _____	Director or Member	_____	Address
Name _____	Director or Member	_____	Address
Name _____	Director or Member	_____	Address
Name _____	Director or Member	_____	Address
Name _____	Director or Member	_____	Address

Orig. Dept.:	FIN/SPD	File/I.D. No.:	64 –
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CITY OF HOUSTON OWNERSHIP INFORMATION FORM

REV. 12/23/2019

DISCLOSURE OF OWNERSHIP (OR NON-PROFIT OFFICERS)

Bidders are required to disclose all owners of 10% or more of the Contracting Entity. For non-profit entities, please provide the complete information for the President, Vice-President, Secretary, and Treasurer.

IN ALL CASES, USE FULL NAMES, LOCAL BUSINESS AND RESIDENCE ADDRESSES AND TELEPHONE NUMBERS. DO NOT USE POST OFFICE BOXES FOR ANY ADDRESS. INCLUSION OF E-MAIL ADDRESSES IS OPTIONAL, BUT RECOMMENDED.

ATTACH ADDITIONAL SHEETS AS NEEDED.

Contracting Entity:

Name:

Business Address [No./Street]

City / State / Zip Code

Telephone Number

Email Address:

DISCLOSURE OF OWNERSHIP (OR NON-PROFIT OFFICERS) continued.**Owner(s) of 10% or More (IF NONE, STATE "NONE."):**

Name:

Business Address [No./Street]

City / State / Zip Code

Telephone Number

Email Address:

Residence Address [No./Street]

City / State / Zip Code

Owner(s) of 10% or More (IF NONE, STATE "NONE."):

Name:

Business Address [No./Street]

City / State / Zip Code

Telephone Number

Email Address:

Residence Address [No./Street]

City / State / Zip Code

ATTACH ADDITIONAL SHEETS AS NEEDED.

CITY OF HOUSTON OWNERSHIP INFORMATION FORM

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REV. 12/23/2019

OPTIONAL: TAX APPEAL INFORMATION

If the firm/company or an owner/officer is actively protesting, challenging, or appealing the accuracy and/or amount of taxes levied with a tax appraisal district, please provide the following information:

Debtor (Firm or Owner Name):	
Tax Account Nos.:	
Case or File Nos.:	
Attorney/Agent Name:	
Attorney/Agent Phone No.:	
Tax Years:	

Status of Appeal *[DESCRIBE]*:

If an appeal of taxes has been filed on behalf of your company, please include a copy of the official form receipted by the appropriate agency.

REQUIRED: UNSWORN DECLARATION

I certify that I am duly authorized to submit this form on behalf of the firm, that I am associated with the firm in the capacity noted below, and that I have personal knowledge of the accuracy of the information provided herein. I affirm that all the information contained herein is true and correct to the best of my knowledge. I understand that failure to submit accurate information with my submission may result in my submission being considered non-responsive and non-responsible.

Preparer's Signature	Date
Printed name	
Title	

NOTE: This form constitutes a **governmental record**, as defined by Section 37.01 of the Texas Penal Code. Submission of a false government record and falsification of a governmental record are crimes, punishable as provided in Section 37.10 of the Texas Penal Code.

**EXHIBIT IV
ANTI-COLLUSION STATEMENT**

The undersigned, as Respondent, certifies that the only person or parties interested in this Proposal as principals are those named herein; that the Respondent has not, either directly or indirectly entered into any Agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the award of this Contract.

Date

Respondent Signature

EXHIBIT V CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:
 - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
 - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
- (2) the date the vendor becomes aware:
 - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
 - (B) that the vendor has given one or more gifts described by Subsection (a); or
 - (C) of a family relationship with a local government officer.

EXHIBIT VI

AIRPORT CUSTOMS SECURITY AREA BOND

(name of surety) of _____ (name of principal) of _____
are held and firmly bound unto the United
States of America in the sum of _____ (\$ _____), for the
payment of which we bind ourselves, our heirs, executors, administrators, successors, and assigns,
jointly and severally, firmly by these presents.

WITNESS our hands and seals this _____ day of _____, 19 _____.

WHEREAS, the principal (including the principal's employees, agents, and contractors) desires access
to Customs airport security areas located at Houston Intercontinental Airport during the period of one
year beginning on the _____ day of _____, 19 _____, and ending on the
_____ day of _____, 19 _____, both dates inclusive;

Now, Therefore, the condition of this Obligation is Such That --

The principal agrees to comply with the Customs Regulations applicable to Customs security areas at
airports.

If the principal defaults on the condition of this obligation, the principal and surety jointly and severally,
agree to pay liquidated damages of \$1,000 for each default or such other amount as may be authorized
by law or regulation.

Signed, Sealed, and Delivered in the Presence of --

NAME ADDRESS

NAME ADDRESS Principal (SEAL)

NAME ADDRESS

NAME ADDRESS

NAME ADDRESS Surety (SEAL)

NAME ADDRESS

EXHIBIT A CHECK LIST – HARMONY IN THE AIR

Professional Musician/Organization Name: _____

Musical genres (select all that apply):

- ☐ Classical: Chamber music, Baroque, early and late classical periods.
- ☐ Jazz: Mainstream, smooth, cool jazz.
- ☐ Popular: R&B, pop, country western.
- ☐ International: bossa nova, flamenco/Spanish, Caribbean/calypso.
- ☐ Other: _____

Residence of each professional musician (select all that apply):

- ☐ In Harris County
- ☐ In adjacent County: _____
- ☐ Other: _____

Residence of the organization's main office:

- ☐ In Harris County
- ☐ In adjacent County: _____
- ☐ Other: _____

Maximum number of ensemble(s): _____

Minimum years of previous professional performance experience: _____

List college degree(s) and area of study for all musicians. If musicians do not have a college degree, they must have equivalent professional musician experience of at least eight (8) years, and two (2) letters of recommendation from established professionals with appropriate credentials.
